

BOARD OF SELECTMEN
Minutes of February 22, 2010

MEMBERS PRESENT: Vice-Chairman Bruce Breton called the meeting to order at 7:05 PM. Selectmen Ross McLeod, Charles McMahon, and Roger Hohenberger were present, as was Town Administrator David Sullivan. Chairman Galen Stearns was excused. Mr. Breton opened with the Pledge of Allegiance, then read the agenda into the record.

PINNING CEREMONY: Police Chief Gerald Lewis officially announced Sgt. Michael Caron's promotion to the position of Captain. He noted that Captain Caron has been with the department since 1992, and was promoted to Sergeant in 1996. For the last two years, he has served as acting Captain in the absence of the late Patrick Yatsevich. Chief Lewis then deferred to Captain Caron's wife, Sheila, to perform the pinning, after which the Captain thanked all for their respect and support.

At Mr. Breton's request, Officer Jason Dzierlatka then approached to update the Board on his progress since his injury. Officer Dzierlatka noted that his physical therapy is ongoing and, if all goes well, he may be able to return to duty by mid-summer.

APPOINTMENT INTERVIEW: The Board interviewed Ms. Lisa Ferrisi for possible appointment to the Conservation Commission. Mr. McMahon then moved and Mr. McLeod second to appoint Ms. Ferrisi as a regular member of the Commission through 2011. Passed 4-0.

RECREATION: Ms. Haas announced the following Daddy/Daughter Dance raffle winners: half hour private dance lesson courtesy of Krystal Ballroom, the Joyce and Pachero families; gift certificate for dinner courtesy of T-Bones, the Hero family; gift certificate for dinner courtesy of the Windham Restaurant, the McCarthy family; gift certificate for a girl's manicure courtesy of Bella Viaggio, the Leppanen family; gift certificate for a girl's up do and man's haircut courtesy of Windham Beauty and Barber shop, the Husson family; a gift certificate for dessert courtesy of Coffee Roasters Café, the Bozzi family; and a limo ride to and from the dance courtesy of Linahan Limo, the Pierce family. Present to receive their raffle prize, a corsage and boutonniere courtesy of Delahunty's Nursery, was the Okerman family.

Ms. Haas then noted she was working on similar raffles for the upcoming Mother/Son night, and currently had confirmation of gift certificates from the Windham Restaurant and T-Bones, tickets for the Fisher Cats, and Ken Kelly/Racing Limos of NH would be offering transport to and from the event for one family.

PROPOSED LIGHT POLICY: Ms. Haas reviewed with the Board the proposed light policy for Griffin Park, noting that the recommendation is to incorporate it into the current Facility Use Policy. She indicated that the Recreation Committee, Soccer Association, Baseball/Softball League, Town Administrator and Police Chief have all reviewed the draft and submitted their input. Highlights of the discussion included:

- For the first year the Town will cover the electricity costs, which will be assessed at year end.
- WBSL will need 4-5 years to pay off the lights, which they current have insured and will continue to, after which ownership will need to be determined similar to the Multi-purpose building.
- Recreation Committee had raised concerns whether lights could be used just for games or games and practices both. Discussion ensued regarding game cancellations, and Windham soccer pilot program. Consensus was use for games and practices both was the intent.
- Current Park hours of dusk to dawn will need to be adjusted. Discussion ensued regarding changing to established hours/seasonal hours, weekend use, soccer use, parking lot/walkway lights which will be on regardless versus field lights, separate control options and equipped “hard stop” which will not allow the lights to remain on past 9PM.
- Recreational, WBSL, and Maintenance Supervisor will have authority to remotely access lighting controls.
- Discussion regarding execution of a standard lease with WBSL regarding the field lights until such time as the Town assumes ownership.

Mr. McLeod moved and Mr. McMahon seconded to enter into a lease agreement for the field lights with Windham Baseball Softball league while not owned by the Town at no cost to WBSL. Passed 4-0.

- One meter is planned which will monitor the field lights, walkway/parking lot lights, as well as the multi-purpose building. Discussion ensued regarding installation of a separate check meter solely for the parking lot/walkway lights, whether monitoring/allocation of the expenses should be included within the policy.

Ms. Haas indicated she would amend the document to incorporate the changes discussed for approval at a future meeting.

ANNOUNCEMENTS: Mr. McMahon noted that the meeting hosted by Commissioner Clagherty to discuss proposed LLC tax legislation will be held on March 2nd at 8 AM at the Windham High School.

Mr. McLeod noted that the Windham Economic Development Committee’s “Growing Windham” expo is scheduled for March 18th at the Windham High School.

Mr. McLeod thanked the Board for their consideration at the Deliberative Session, in that he had had to depart early to attend the Jazz All State finals at Pinkerton on behalf of his child. He noted that, next year, the JAS will be held at Windham High.

Mr. Sullivan inquired whether March 29th was satisfactory to the Board members to meet in joint session with the Salem Board to discuss the sewer study. The members concurred.

Mr. Sullivan then noted that the Cobbetts Pond Improvement Association has offered to arrange a presentation by their consultant, Geo-Syntech, to present their pond study results as part of the meeting with Salem. Discussion ensued, and it was the consensus of the Board to schedule such a meeting at a future date with the CPIA.

Mr. Sullivan noted that on March 5th he, along with Jack McCartney, Chief McPherson, and Chief Lewis, would be meeting with Mr. Levine of the NHDOT regarding the State's right of way, and that sewer lines would also be discussed.

Mr. Sullivan advised that the following items would be discussed as part of the Board's March 1st agenda: salt shed plans, Local Energy Committee draft by-laws, and Cable Advisory Board by-law amendments.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McMahon seconded to enter into nonpublic session in accordance with RSA 91-A:3 II c. Roll call vote all "yes". The topic of discussion was reputations and the Board, Mr. Sullivan, Recreation Coordinator Cheryl Haas, and Ms. Devlin were in attendance.

The Board discussed a procedural matter. No decisions were made.

MAINTENANCE STRATEGIC PLAN: Mr. Allan Barlow reviewed the Maintenance Department's strategic plan with the Board. Highlights of the discussion included:

- Establishment of quarterly meetings with Department Heads and monthly meets with maintenance staff.
- Investigate establishment of a non-supervisory group leader position.
- Establish definable Standard Operating Procedures for the department.
- Establish inventory and tracking process for town-owned tools and equipment, as well as custodial/maintenance supplies.
- Promote recycling at all Town recreational facilities.
- Expand use of computer capabilities including development of a Preventative Maintenance program and tracking of all facility equipment, repairs and associated costs.
- Acquire standard tool sets for departmental use and increase annual tool budget line from \$500 to \$1000. Discussion ensued regarding the definition of "tool", which Mr. Barlow indicated referred to such items as compressors, nail guns and other pneumatic items. It was the consensus of the Board that Mr. Barlow develop a list of recommended items.
- Coordinate implementation of security upgrades.
- The Board inquired as to Mr. Barlow's feelings on the proposal to combine the Highway, Maintenance and Transfer Station departments into a Department of Public Works. Mr. Barlow indicated he was not in support of the concept as presented by Mr. Poulson at this time. He noted he was in support of sharing resources and staff in emergency situations, however.

- Mr. Breton noted that the potential cost effectiveness of subcontracting out some of the maintenance issues, and suggested that the Department Heads/Committees be asked to review their facilities and submit all issues to Mr. Barlow for cost analysis. Mr. Sullivan indicated that each facility is reviewed annually in the spring.

HIGHWAY AGENT STRATEGIC PLAN: Highway Agent Jack McCartney reviewed with the Board his Strategic Plan, highlights of which included:

- Mr. McCartney echoed Mr. Barlow's thoughts on the establishment of DPW, noting that if in the future such a combining is required it should encompass the parks and recreation department, as well.
- Improve communication/public outreach through means such as acknowledgement of/thanks for their input; informing of residents whenever possible of potential inconveniences due to projects/natural events; expand use of the community bulletin board, website, and other news media; more timely and efficient handling of community calls/complaints.
- Schedule for completion at least one smaller, neighborhood project per year.
- Utilize in-house staff to complete more projects in concert with local, qualified sub-contractors. Also, expand staff participation in other departmental processes such as seminars and training beyond their normal, daily duties.
- Hire shared, part-time staff person to address phone calls, accounts payable, payroll, and other administrative tasks. To be utilized for Maintenance and IT department, as well.
- Develop educational/outreach program to promote the need for the proposed salt shed/garage. Submit same to Town Meeting for approval and, if passed, oversee construction of the new facility.
- Update equipment including lease/purchase of replacement dump truck, and a small rubber track excavator and front-end loader.
- Develop general guidelines for staff to follow while empowering department head to make certain decisions without having to obtain Administrative/Selectmen approval.
- Discussion of current maintenance budget versus the miles of roadway in Town, the average life cycle of roads within and outside of New England, and the quality of new construction. Mr. McCartney indicated that, currently approximately \$130/foot is budgeted for road maintenance, however, that figure should be over \$200. Further discussion ensued regarding the former PAVER program and CIP funding.
- The move from the Depot to temporary housing at the Cyr property was discussed. Mr. Sullivan indicated that space would be available no later March 15th, and requested the Board consider waiving Building Dept. fees related to upgrades to the facility for use by the Highway Department.

Mr. McLeod moved and Mr. Hohenberger seconded to waive any related fees for the Cyr property. Passed 4-0.

NON-PUBLIC SESSION: Mr. McMahon moved and Mr. Hohenberger seconded to enter into nonpublic session in accordance with RSA 91-A:3 II c and e. Roll call vote all “yes”. The topics of discussion were reputations and legal and the Board, Mr. Sullivan, and Ms. Devlin were in attendance in all sessions.

Mr. Sullivan discussed a potential legal matter with the Board relative to a citizen complaint. It was the consensus that Mr. Sullivan forward a letter to the complainant.

The Board discussed an enforcement matter. Mr. Sullivan will contact Town Counsel to follow-up on this issue.

The Board discussed potential committee appointments. No decisions were made.

Mr. Hohenberger moved and Mr. McLeod seconded to adjourn. Passed 4-0. The meeting was adjourned at 9:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

Note: These minutes are in draft form and have not been submitted to the Board for approval.